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FACULTY OF LAW – WEBSITE USER GUIDE

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Logging on via Drupal

Login to the pre-go-live site via the following link: https://stage.law.ox.ac.uk

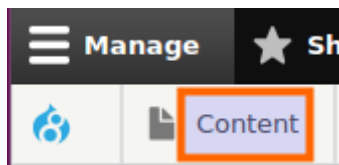Click on the link in the footer called "Oxford login" and login with SSO.

How to find a page

If your page is in a subsite, refer to the subsite guide.

If you only have the black admin bar at the top, click 'Manage' to get a second admin bar.
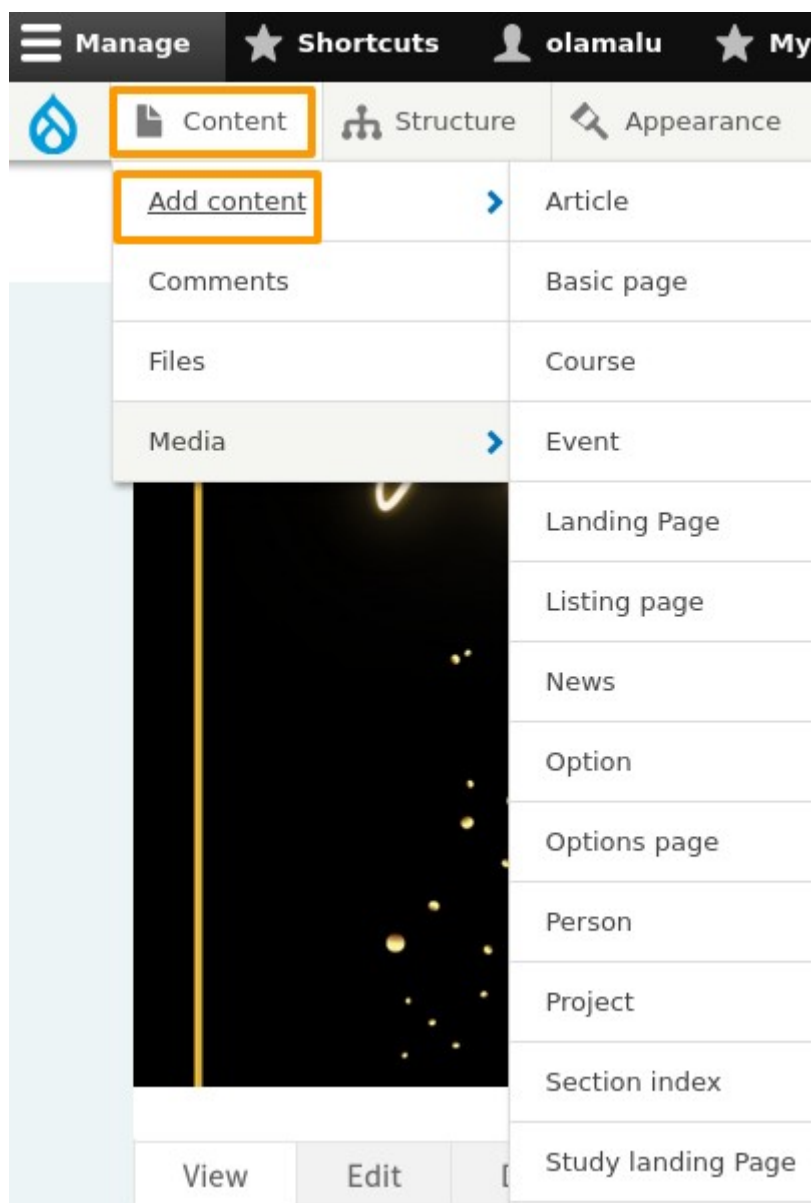

Click on 'Content'.

You now have a list of all pages that can be found on the site.
You can use the filters at the top of the page to get a shorter list. E.g. filter by content type or search by page title.

Creating new pages

Go to Content > Add content and choose what content type you want to create.
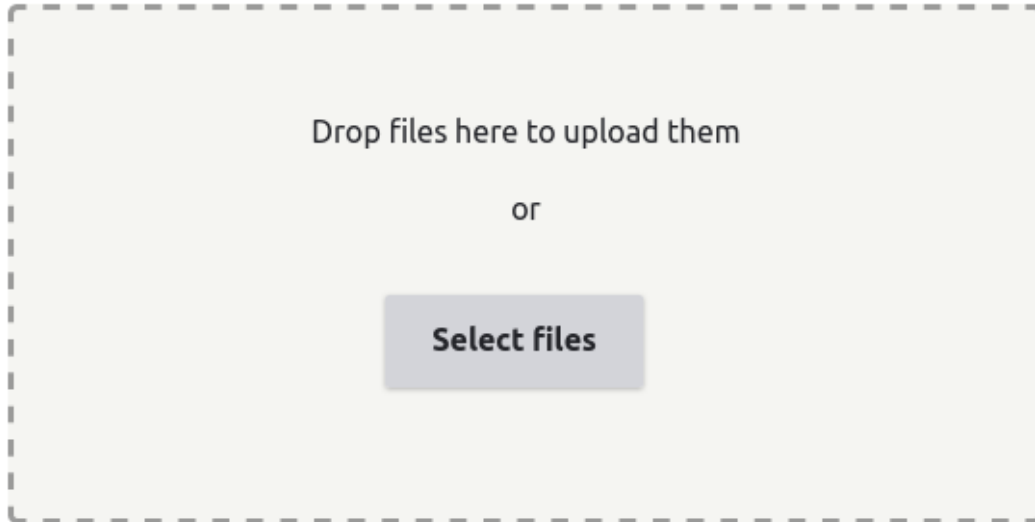
Fill in the fields as appropriate and save the page.

Loading images

There are content types that have a banner image or image paragraph field where you can upload an image from your computer.

Upload   Image listing

File upload *

Drop files here to upload them

or

Select files

Select files

To upload a new image, drop the file there or click on 'select files' and choose the image from your computer. When the image thumbnail appears in the field, click the 'select files' button. This will add the image to the page.

To re-use an image that's already on the site, go to 'Image listing' where you can search for the image name. When you've found the image, tick the box to select it, scroll down and click on 'select files'.

Upload   **Image listing**

Name

[   ]   Apply

☑   2022_hogan_lovells_equality_and_diversity_essay_competition.png

☐   helen_garner.jpg

① >

Select files

You can select one media item.

Editing images

When an image is added, you will see an edit button by the image.

▼ PARAGRAPH IMAGE

Remove

Edit

Here you can add an alt text and crop the image.

The alternative text is a short description of the image and it's used by screen readers, so it is important for accessibility.

z_01_square_1.png (1.94 KB)   Remove

Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

You can also crop the image by clicking on 'Crop image' to open that section.

∧ **Crop image**

Banner
Book cover
News Image

Reset crop
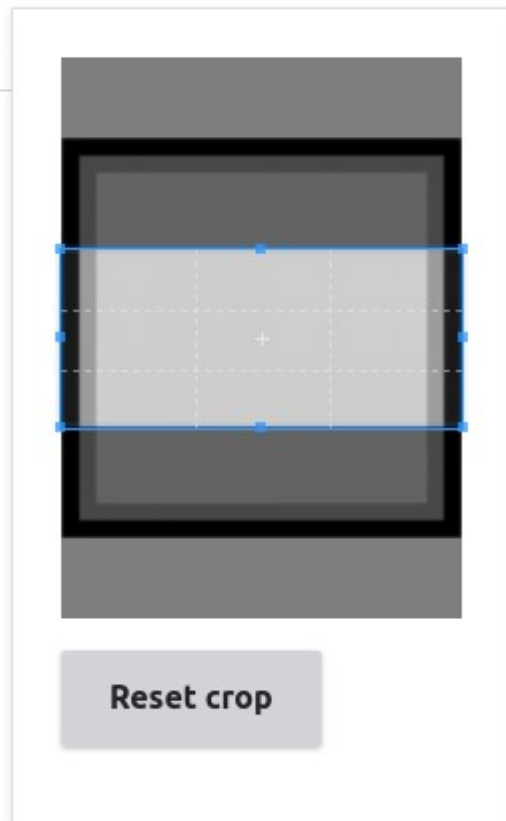
You will need to select the correct crop, for example if this image is used as a banner, crop it with the banner crop.
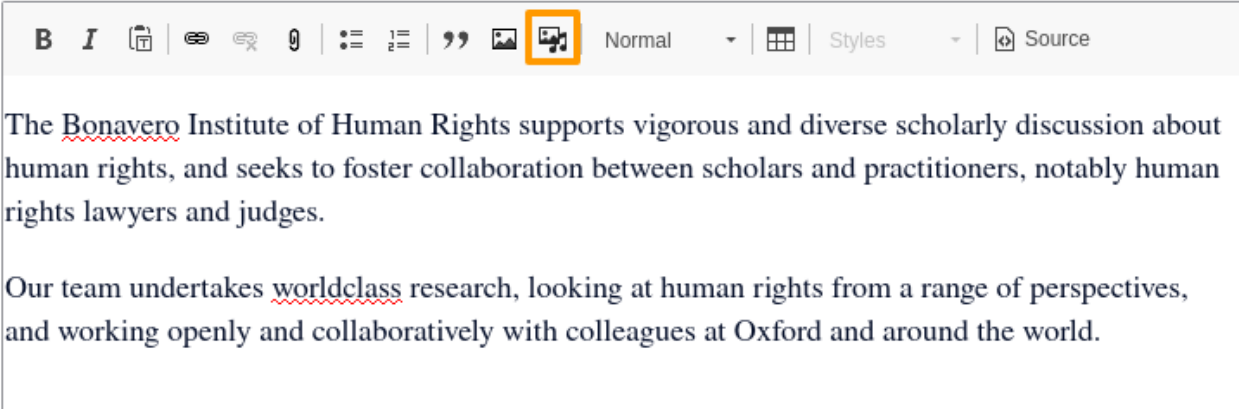
To crop the image, drag the lit up box and select what you want to show from the image.

If you re-use an image that's already on the site, the alt text and crop will be carried over. If you change any of them, it will change for every page where the image is used on.

Embedding images in text

To embed images in text fields, paste your cursor where you want to add the image and use the 'Insert from Media library' tool.

There will be a pop-up window where you can either add a new image from your computer, or search and select an already uploaded image. To select an image, tick the image box and click the 'insert selected' button. This will add the image in the text.

You will now see an 'edit media' button by the embedded image. Click to edit the image.

Here you can add an alt text, add caption, change the alignment of the image (left, right, centre) and select a width for the image (either 25%, 50% or 100%).

Please note: the image alignment won't appear as you selected it on the edit screen, but it will appear with the correct position when you save and view the page.

Inserting a file in text

You can also insert a file in the text in a similar way to embedding images. Click 'Insert from Media Library' on the CKEditor and go to 'document' in the pop-up window.
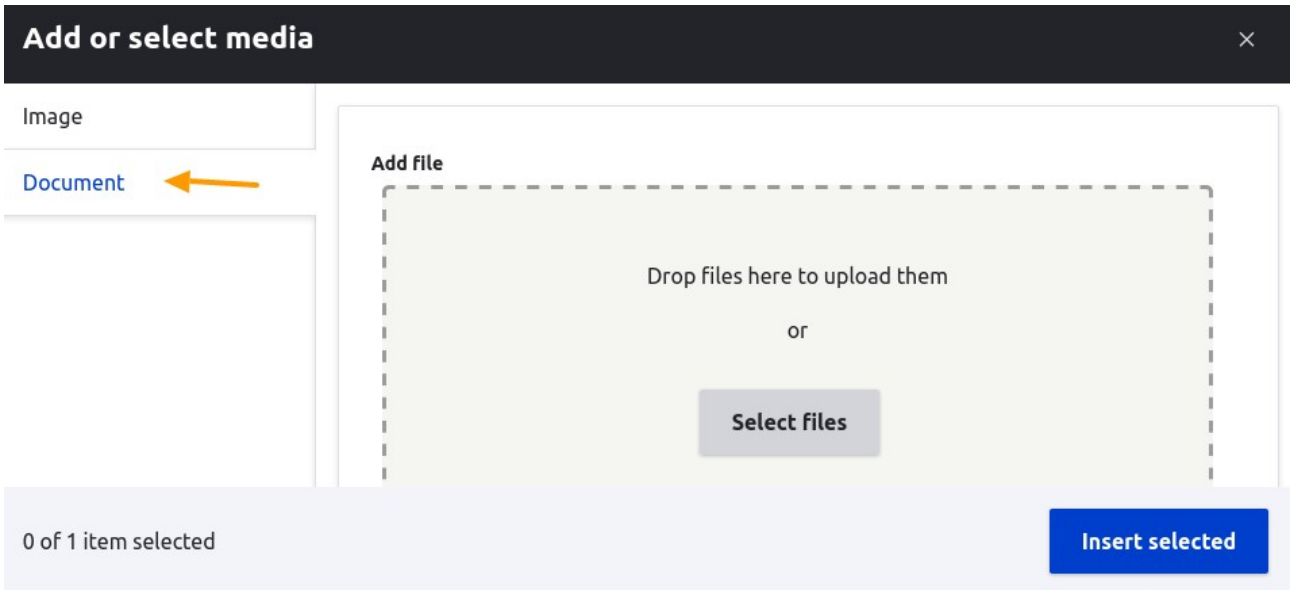
After that, you can add a new file by dropping it there or clicking 'select files'.

Once you've added the file, click 'save and select' to add it to the media library.

Next, click 'insert selected'.

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Add or select media   ✕

| | Newest first ⌄ | **Apply filters** |

▦ **Grid** ☰ Table
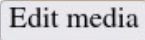
1 of 1 item selected   **Insert selected**
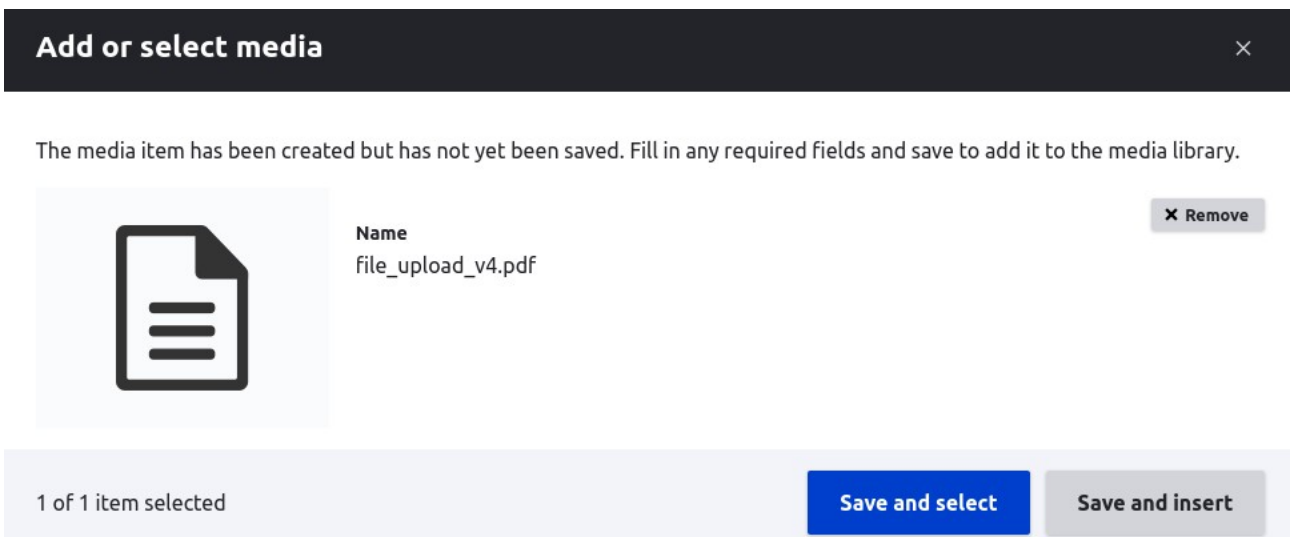
This will add your file in the text as a download.
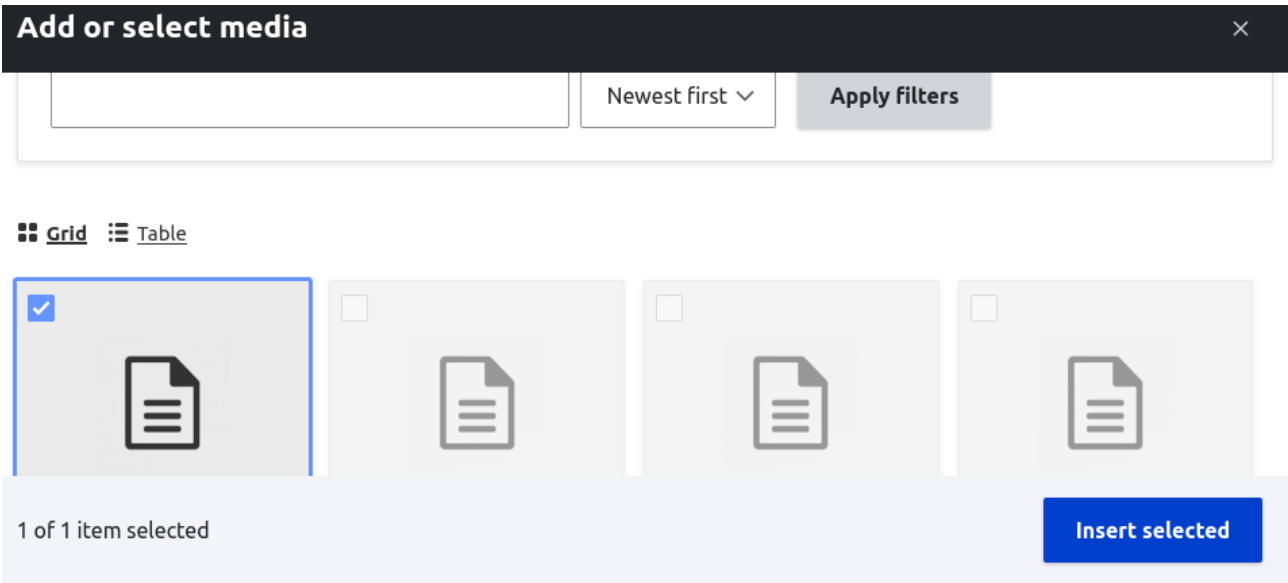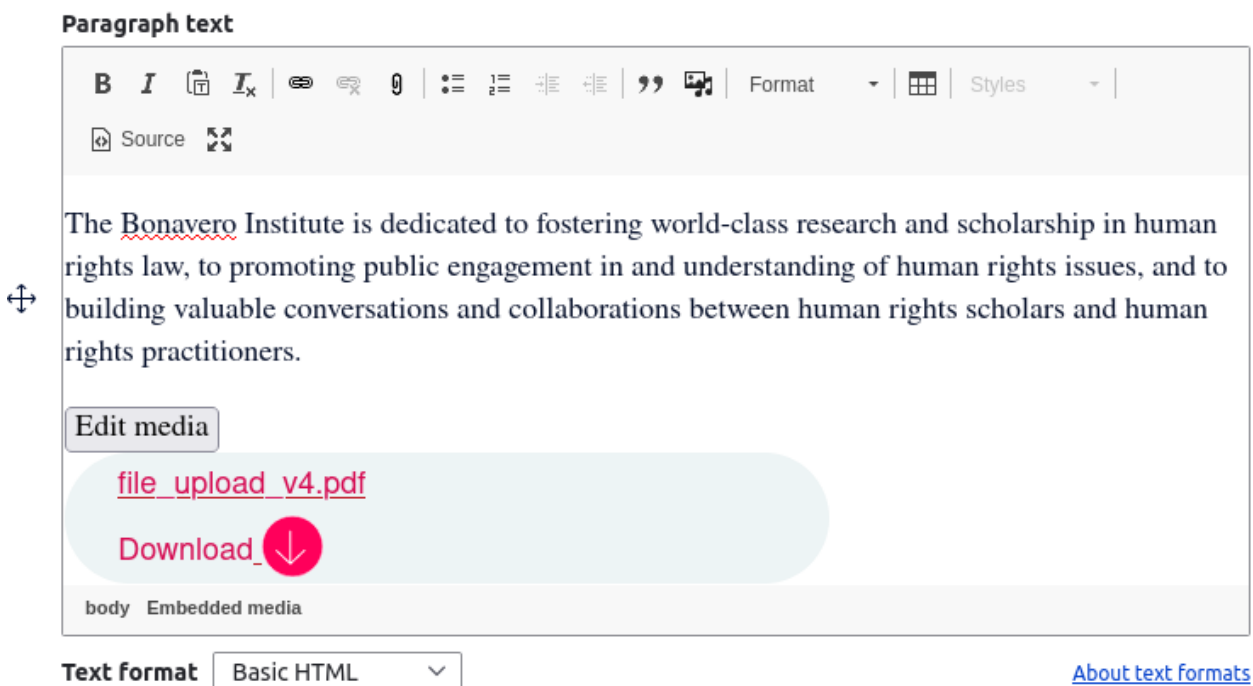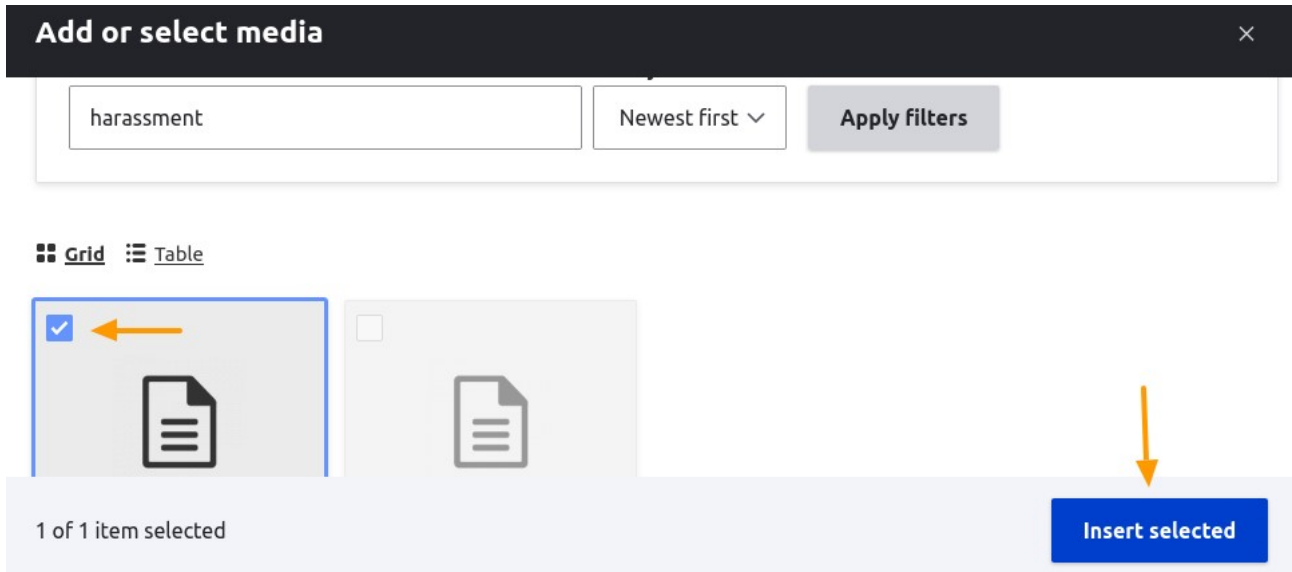

If you want to use a file that's already in the media library, after clicking 'Insert from Media Library' on the CKEditor and going to 'document' in the pop-up window, scroll down and you will see a list of available files. You can use the 'Name' filter to find the file more easily. Tick to select it and click 'insert selected'.

This will add your file in the text as a download.

Naming files

It's best to name files properly, so you can find them later. It's also best not to have spaces and special characters in file names. E.g. instead of Oxford's aerial view.jpeg, name the file as oxford_aerial_view.jpeg

Using the CKEditor

When you copy text from somewhere else (e.g. a Word document), it's important to use the Paste as plain text tool. It gets rid of the styling, but the copied styling wouldn't necessarily come through the same way and it could conflict with the website styles. It's best to paste plain text and then use the CKEditor tools to style your text (e.g. make your text bold, add bullet points, choose a different heading, etc.).
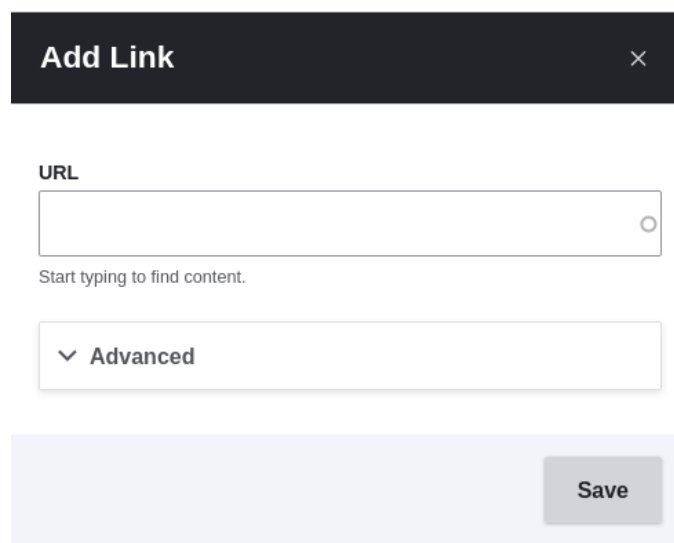
Linking text

You can link text to another page or if necessary to an external site.
To do this, highlight the text you want to link and click the 'Link' tool.
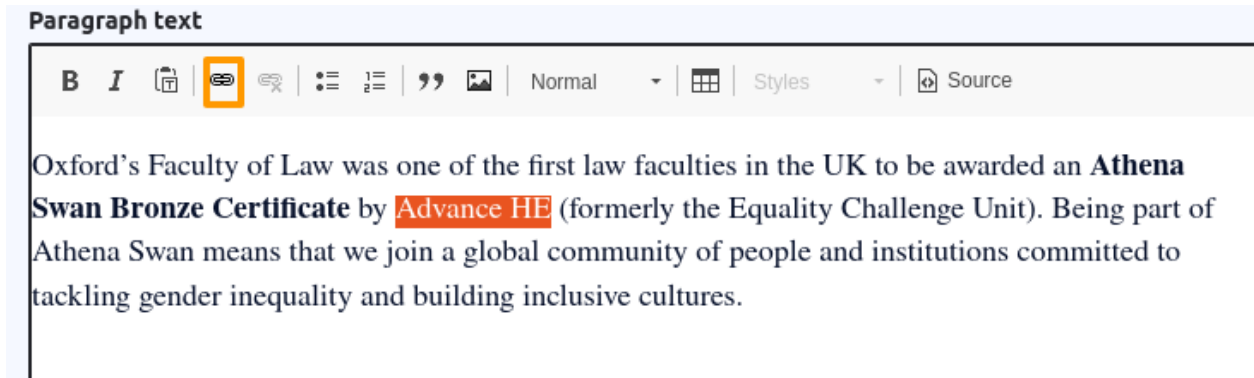
A small window will appear. If you're linking to another page on the site, start typing the title of the page you want to link to and choose it from the dropdown list, then click 'save'.

Do the same to link to an external site, but in this case paste the full URL of the external website into the URL field. Under Advanced, you can set the link to open in a new tab, so you wouldn't lose visitors from your site.

To make the link display as a button, either type "btn" in the CSS classes box above or in the editor, select the link text and use the Styles dropdown.

Adding pages into menu

When you create or edit a page, you can put it into the menu via the 'Menu settings' on the right hand side of the edit screen. Tick 'provide a menu link'. The menu link title will be automatically the same as the page title but you can change it. Under 'Parent link' select where to put the page in the menu.

Changing order of main menu items

When you add a page into the main menu, it may not appear in the order you wanted it to be. You can change the order by going to Structure > Menus > Main navigation. Here you will see the main menu structure. To re-order the menu, drag the cross by the menu item and move it to the new position (drag and drop).

Logging out

To log out via Drupal, click on your username on the black admin bar at the top and click 'log out'.